



*Embassy of the United States of America  
Amman, Jordan*

*Regional Support Unit*

Amman, Jordan  
June 21, 2022

To: Prospective Offerors

SUBJECT: Request for quotation number: 19RC1122Q0003

Enclosed is a Request for Quotations (RFQ) for HP Toners and Fuser Kits. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by COB July 06, 2022, at 16:00pm Amman local time. Please send quotes by email to [rsu-amman-contracts@state.gov](mailto:rsu-amman-contracts@state.gov). No quotes will be accepted after this time.

**The successful offeror shall be registered in the SAM (System for Award Management) database <https://www.sam.gov> prior to contract award pursuant to FAR provision 5.207. Therefore prospective offerors are encouraged to register prior to the submittal of their proposal. The guidelines for registration in SAM are also available at: [https://www.fsd.gov/fsd.gov/learning-center-system.do?sysparm\\_system=SAM](https://www.fsd.gov/fsd.gov/learning-center-system.do?sysparm_system=SAM)**



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Direct any questions regarding this solicitation to Mr. Deryl van Coblijn by email not later than June 27, 2022 to [rsu-amman-contracts @state.gov](mailto:rsu-amman-contracts@state.gov) during regular business hours.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. van Coblijn", with a checkmark at the end.

Deryl van Coblijn  
Contracting Officer